

Helena Area Habitat for Humanity is a regional entity that is part of a global nonprofit housing organization. We are seeking a mission-minded, relationship-oriented Administrative Associate to join our team. This position provides administrative support to the Executive Director and works closely with members of the leadership team and board of directors. This position requires a high level of professionalism and sound judgement. It also requires the ability to work effectively and tactfully with individuals of all backgrounds and at all levels. The successful candidate will be organized, self-motivated, flexible and possess professional written and verbal communication skills, and is proactive, resourceful, and relationship-focused, while maintaining an approachable and professional presence in all environments.

If you have a desire to impact your community, this may be the career opportunity just for you!

Career Opportunity: Administrative Associate

Organization: Helena Area Habitat for Humanity | **Office Location:** Helena, Montana

Status: Non-Exempt, Full-time position (General schedule: 8:30-5:00 Monday-to-Friday) some evening and weekend hours required

Reports to: Executive Director

Salary: \$14 - \$18/hr (depending on experience)

Benefits include: Company Health Plan, 15 paid vacation days, 7 paid holidays, IRA match up to 3% after 6 months, long-term disability insurance, life insurance, HSA contribution after 6 months.

To apply: Email a cover letter, 3 references, and an updated resume to Jacob at jacobk@helenahabitat.org

[Or for more info. - Contact Jacob at (406) 204-7315]

Summary/Objective:

The Administrative Associate assists the Executive Director in general administration, board communication, and program and finance administration.

Responsibilities:

ED Support

- Complete a broad variety of administrative duties including, but not limited to: meeting and travel logistics, internal and external correspondence, ordering office supplies, expense report preparation, organizational calendars, and acting as liaison to IT company.
- Update website and marketing materials as needed. Manage Helena Area Habitat for Humanity websites and related updates.
- Prioritize conflicting needs, handle matters expeditiously, proactively and follow through on projects to successful completion.
- Maintain high level of confidentiality.

Board of Directors Support

- Organize meetings, sends meetings notices, attend and take minutes of Board meetings (6 per year), attend committee meetings and take minutes as needed.
- Assist Governance committee in orienting new board members and coordinate governance education for Board members.
- Maintain organization files including by-laws, donor files, minutes and articles of incorporation.

Finance Support:

- Filing invoices, phone calls to vendors on billing issues/price negotiation etc.
- Coordinate with Controller the collection of payroll information on a bi-monthly basis.
- Communicate with vendors to collect w9's, lien-releases and insurance information.
- Assist with debit card coding, monthly banking reconciliations, ReStore cash counts, sending invoices to repair customers.
- Assist with onboarding procedures for new employees.

Program Support

- Assist program staff with scheduling client meetings.
- Provide program support to Habitat new construction and repair programs.
- Learn the foundations of Habitat's 523 new construction program. Assist Executive Director with the establishment of a Habitat for Humanity repair program.

Additional Responsibilities:

- Assist with the planning and execution of fundraising and home dedication events as needed.
- Provide administrative support to the HAHFH capital campaign.

- Other duties as assigned.

Special Work Requirements:

- Work is performed in an office setting
- Ability to lift 25 pounds on a regular basis
- Willingness to become certified in 502/504 loan packaging program through USDA/RD
- Ability to obtain certification as a qualified loan originator (QLO)
- Valid driver's license and ability to be insured required.
- Pass a background check

Required Education, Experience

- 4-Year Degree OR Equivalent Experience

AND

- Two-to-three years' experience in position with related duties.
- Must be goal-driven and committed to the organization's effort to increase its homebuilding capacity. Must understand the mission, history, values and goals of our organization and be able to communicate this information to diverse groups of potential donors and volunteers. Experience with donor database and Office software. Ability to work some evenings and weekends. Must demonstrate strong written, oral and interpersonal communication skills. The ability to work effectively as a team member with staff and volunteers is essential. Self-motivated with excellent interpersonal skills. Good understanding of private philanthropy, specifically for non-profit resource development, with a preference for experience with the Benevon model of fundraising.

Helena Area Habitat for Humanity is an equal opportunity, affirmative action employer.

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About Habitat for Humanity: Founded in Americus, Georgia, USA, in 1976, Habitat for Humanity today operates around the globe and has helped build, renovate and repair more than 22 million homes worldwide.

About Helena Area Habitat for Humanity: HAHFH was founded in 1992 with a mission to eliminate substandard housing locally through constructing, rehabilitating and preserving homes; by advocating for fair and just housing policies; and by providing training and access to resources to help families improve their shelter conditions.